



DEPARTMENT OF WATER RESOURCES  
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

RESEARCH ANALYST II, GENERAL  
DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	January 15, 2013 Applications (STD 678 Rev. 6/2010) must be postmarked or submitted in person no later than the final filing date. Applications postmarked, or personally delivered after the final filing date <b>will not be accepted for any reason</b> . FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.								
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date <b>January 15, 2013</b> .  Must be current or former employee of the Legislature for two or more years as defined in Government code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in government Code 18991.								
HOW TO APPLY	You must submit the Examination Application (STD 678 Rev. 6/2010) by the final filing date, <b>January 15, 2013</b> .  <table><tr><td><b>MAILING ADDRESS:</b></td><td><b>OR</b></td><td><b>SUBMIT IN PERSON:</b></td></tr><tr><td>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td></td><td>Department of Water Resources 1416 9<sup>th</sup> Street, Room 320 Sacramento, CA 95814</td></tr></table> <b>DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.</b> Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> local office of the Employment Development Department, and California Human Resources (CalHR), at: <a href="http://www.jobs.ca.gov">www.jobs.ca.gov</a> and click "My Profile".			<b>MAILING ADDRESS:</b>	<b>OR</b>	<b>SUBMIT IN PERSON:</b>	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001		Department of Water Resources 1416 9 <sup>th</sup> Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.								
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.								
SALARY RANGE	<b>\$4619 - \$5616</b>								
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established statewide for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.								
EXAMINATION DATES	The entire examination will consist of a supplemental application.								
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the final filing date, <b>JANUARY 15, 2013</b> .  Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as " <b>Either</b> " I, " <b>or</b> " II, " <b>or</b> " III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  <b>Either I</b>  Experience: At least one year of pertinent research experience appropriate to the parenthetical specialty performing the duties of a class with a level of responsibility equivalent to Research Analyst I, Range C. (Applicants who have competed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)  <b>Or II</b>  Experience: Three years of progressively responsible technical experience in a research program appropriate to the parenthetical specialty including two years above the trainee level engaged in the collection, compilation, analysis and interpretation of data. (Experience in the California state service applied toward this pattern must include at least one year of research experience appropriate to the parenthetical specialty performing the duties of a class with a level of responsibility equivalent to Research Analyst I, Range C.) (A Master's Degree in Economics, Psychology, Sociology, Demography, Geography, or a related research-oriented field may be substituted for one year of the required experience. A doctoral degree in the same areas may be substituted for two years of the required experience.) and  <b>Education:</b> Equivalent to graduation from college with any major but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field.  This must include or be supplemented by at least one course in statistical methods.								

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION	<p>This is the full journey level class. Under general direction, employees at this level perform a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in a variety of fields; they may provide consultative advice to various governmental entities and agencies, and may act as a lead person. Work at this level is often characterized by independent development and employment of research methodology and techniques; and the designing and implementation of research projects. Usually involves investigation into areas where precedents are lacking or where only a sparse body of knowledge or experience in the area exists.</p> <p>Incumbents often have lead responsibilities, work on multidisciplinary teams or have primary responsibility for a major project or activity.</p> <p><b><i>Position exists in Sacramento with the Department of Water Resources.</i></b></p>
EXAMINATION INFORMATION	<p>This examination will consist of a Supplemental Application– Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>

Supplemental Application – Weighted 100.00%

Each applicant must complete and submit his/her responses to the Supplemental Items according to the Guidelines below **by the final file date of Date January 15, 2013.** Applications received **without** the Supplemental Items **will be eliminated from the examination process.**

**GUIDELINES FOR RESPONDING TO THE SUPPLEMENTAL ITEMS:**

- When responding to the Supplemental Items, please follow the guidelines below:
- Your responses must be typewritten or generated by computer on 8 ½ x 11” paper.
  - Your response for each question must **not** exceed one (1) typed page (except question #2) and (12 point, Arial font).
  - Put the **examination title** and **last six digits of your social security number** at the top of each page (**Please do not put your name**).
  - Make sure your responses are **complete, specific, clear** and **concise**. Please indicate the duration of your experience, education, and/or training.
  - Answer each numbered item separately and indicate the corresponding item number for each response.
  - Each response will be independently evaluated; therefore, it is important that you provide a complete response to each question by providing a written description of the relevant education, experience and training you have had in relation to the Knowledge and Abilities described in the examination announcement and discuss how these qualify you to carry out the responsibilities of a Research Analyst II, General.
  - The relevance and quality of your educational and length of professional experience, as described in the written response, will be evaluated and scored as well as clarity, succinctness, and organization of the written response itself.

**NOTE:** Resumes, letters and other material **WILL NOT** be evaluated or considered as responses to the Supplemental Items.

**SUPPLEMENTAL ITEMS**

- Question #1**  
Please describe your work experience, education and training, as it relates to the Research Analyst II, General Classification. Include the durations, nature and details of the work and your involvement.
- Question #2**  
As part of forecasting water use, you are asked to brief management on the major factors which will affect the ability for California agricultural producers to compete for crop markets with the rest of the nation and the rest of the world in the next twenty years.
- Provide a **2 page summary** report of the factors and their importance. List sources of information in bold throughout the document.
- Question #3**  
Please describe your experience and practices with tools you employ to effectively communicate with superiors, staff, contractors, consultants, other agencies and the public in the course of your work, in order to communicate with others regarding the needs, activities, status, concerns and problems that you encounter in your work.
- Question #4**  
Your supervisor has been given the responsibility of assembling a task force to solve water supply and flood control issues throughout California and has asked you to develop the project management plan that will define the framework for integrating water managers and establishing collaborative partnerships. What steps would you take to develop this plan and integrate water management departments within DWR to solve water supply and flood concerns throughout California?

SCOPE OF EXAMINATION	<p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>A. Knowledge of:</b></p> <p>a. Research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research.</p> <p><b>B. Ability to:</b></p> <p>1. Gather, compile, analyze and interpret data.</p> <p>2. Prepare research and statistical reports.</p> <p>3. Analyze written and numerical data regarding general governmental problems.</p> <p>4. Speak and write effectively.</p> <p>5. Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems.</p> <p>6. Develop and evaluate alternatives.</p> <p>7. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.</p> <p>8. Gain and maintain the confidence and cooperation of others.</p>
VETERANS PREFERENCE	<p><b>Veterans Preference Credit</b> will not be granted in this examination, as it does not qualify as an entrance examination under the law.</p>

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GENERAL INFORMATION

**The Department of Water Resources** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For any examination** without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

**Applications** are available at Department of Water Resources' (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, California Human Resources (CalHR), the CalHR website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), and click "My Profile".

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) service wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel officers or at the Information Counter of State Personnel Board offices.

Devices for Communications Impairment

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

**For information** regarding this examination, please contact Laura Franco at (916) 653-5803.